

64 2B- 30 MAJOR C.J. SLADE  
"A" (B.C.) SQUADRON.



THE  
**Legion of Frontiersmen**  
(CANADIAN DIVISION)

INCORPORATED BY CHARTER OF THE  
GOVERNMENT OF CANADA

**Regulations & Orders**

DOMINION HEADQUARTERS  
EDMONTON — ALBERTA

First Printing, 1st January 1941  
Second Printing, 1st October 1952





# THE LEGION OF FRONTIERSMEN

(Canadian Division)

*"H" (B.C.)* SQUADRON

Unit Headquarters

.....

.....

13. July 1941 2969  
This is to certify that No.

CUNNINGHAM - W. J. M.

Address

1677 WEST 62<sup>ND</sup> AVE.  
VANCOUVER, B.C.

Is a Member of

THE LEGION OF FRONTIERSMEN  
(Canadian Division)

This financial assessment for the year 1954 has been  
remitted to Command Headquarters.

H. R. P. G. and

Squadron Commander

## THE LEGION OF FRONTIERSMEN

(Canadian Division)

### (WHAT IT IS)

The Legion of Frontiersmen was founded in London, England, in 1904, by Captain Roger Pocock.

It is now a world-wide organization of men, bonded together for service in the interests of the British Commonwealth of Nations, and the country in which we live. It re-organized in Canada in 1930.

It is a voluntary, self-governing, self-supporting body of British citizens, organized on a semi-military basis, and uniformed.

It is composed of men from all walks of life whose qualifications may be turned to useful account in any emergency that may arise, detrimental to the country — either civil or military.

It is skilled in such matters as St. John's Ambulance Work, Traffic Control, Security Police, Auxiliary Fire Fighting, Search Parties, and in many other ways where a disciplined body of men properly commanded may be advantageously

used, as for example in fire and flood disasters where it has, in several instances, supplied most efficient help.

It stands for the safety and preservation of the British Commonwealth of Nations, encourages the recruiting of young men for military training in the defence of Canada and provides an opportunity for others unfit for such service who have had frontier, active service, or other training or experience, to enrol with matured men and in time of need, use such training or experience in the interests of Canada and the Commonwealth.

It is an organization that demands good citizenship and loyalty to Constituted Authority.

Louis Scott,  
Dominion Commandant.

Headquarters:  
Edmonton, Alberta.  
1st October, 1952.

The Dominion Commandant in Council has been pleased to approve the following Regulations and Orders for The Legion of Frontiersmen (Canadian Division) and to command that they be strictly observed on all occasions.

All Officers Commanding will be responsible that these Regulations and Orders are strictly observed, and that any local instructions and orders that may be issued are in accord with and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the Corps, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

All previous orders on the subjects to which reference is made in these Regulations, except existing by-laws of the Charter, shall be cancelled as of and from the date these Regulations come into force and effect which is that set out hereunder.

Louis Scott,  
Dominion Commandant.

Headquarters,  
Edmonton, Alta.  
1st October, 1952.

# THE LEGION OF FRONTIERSMEN

(Canadian Division)

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## REGULATIONS AND ORDERS

1952

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### DEFINITIONS

In these Regulations where hereinafter reference is made to "the Corps," the same shall mean The Legion of Frontiersmen (Canadian Division).

Where reference is made to "a Unit," the same means either a Troop or Squadron.

Advisory Council, is the Board of Directors.

Dominion Commandant, is the President.

Asst. Dominion Commandant, is the Vice-President.

General Staff Officer, is the Secretary.

## EXPLANATION OF ABBREVIATIONS

A. C. ....	Advisory Council.
C. O. ....	Commanding Officer.
Cmdg. ....	Commanding.
C.D.S. ....	Chief of Dominion Staff.
Cd. ....	Command.
D. C. ....	Dominion Commandant.
D.H.Q. ....	Dominion Headquarters.
D.Q.M. ....	Dominion Quarter-Master.
Frtsm. ....	Frontiersman.
G.S.O. ....	General Staff Officer.
G. O. ....	General Order.
H.M. ....	Her Majesty's.
H.Q. ....	Headquarters.
i/c ....	in charge.
L.F. Can. ....	(form) The Legion, Frontiersmen Canada (number).
L. F. ....	The Legion of Frontiersmen (Can- adian Division).
N. C. O. ....	Non-Commissioned Officer.
O. C. ....	Officer Commanding.
Para. ....	Paragraph.
P. C. ....	Provincial Commandant.
R. & O. ....	Regulations and Orders, for Frontiersmen.
S. C. M. ....	Staff Council Meeting.
S. M. O. ....	Senior Medical Officer.
S. O. S. ....	Struck Off Strength.
Sqdn. ....	Squadron.
T. O. S. ....	Taken On Strength.
Tp. ....	Troop.
W.O. ....	Warrant Officer.

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THE REGULATIONS AND ORDERS  
for  
THE LEGION OF FRONTIERSMEN  
(Canadian Division)  
1952

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SECTION I. — GENERAL

1. The organization shall be called "The Legion of Frontiersmen (Canadian Division)."

2. The Legion of Frontiersmen (Canadian Division) is an Incorporated Body under letters patent granted by the Department of the Secretary of State of Canada and dated the Ninth day of July 1937, and is an authorized body permitted to use the name, The Legion of Frontiersmen (Canadian Division), and to operate in Canada as such.

3. The Legion of Frontiersmen (Canadian Division) is a uniformed, self-governing, non-political body of British citizens voluntarily banded together for the purpose of being of service to Canada and the British Commonwealth of Nations in time of emergency or whenever called upon.

4. The Corps shall practise and develop semi-military training as an education and recreation and shall assist in recruiting for H. M. Forces when so required.

5. The Corps shall assist in gathering and spreading abroad information in the interest of The British Commonwealth of Nations.

6. These Regulations and Orders may be am-

Amended to read "That it must be a majority of at least 75% of all those entitled to vote, either in person or by proxy, Since each Provincial Commandant is a member of The Advisory Council. Each Province must cast a vote. 1957. Convention. Toronto.

7. Spare.

8. Spare.

9. Spare.

10. The Corps operates in Canada under a Charter of the Dominion Government.

## SECTION II. — GOVERNMENT

11. The Advisory Council shall be the supreme governing body of the Corps. It shall consist of the Dominion Commandant, Assistant Dominion Commandant, Chief of Dominion Staff, General Staff Officer, Honorary Treasurer, and a representative from each Provincial Command. The Dominion Commandant shall preside and the General Staff Officer act as secretary of all meetings of the A. C.

12. A quorum of the A. C. shall consist of six of its members.

13. The A. C. shall have no administrative power except when appealed to by the D. C., or at least two-thirds of the Squadron commanders.

14. The Dominion Commandant shall appoint his own Staff and shall have supreme power in all administrative matters affecting the Corps.

15. An O. C. a Provincial Command shall appoint his own Staff and be subject to the orders of D. H. Q.

16. An O. C. an Area Command shall appoint his own Staff and be subject to the orders of the Cd. H. Q. concerned.

17. Unit commanders shall be subject to the orders of Cd. and/or Area H. Q. concerned.

18. Spare.

19. Spare.

### SECTION III. — MEMBERSHIP

20. Membership is of three classes: Active, Class A.; Honourary, Class B.; and Associate, Class C.

21. Frontiersmen must have passed their twenty-first birthday when enrolled as such: otherwise there is no limit as to age of members.

22. Official Certificates of Enrolment are only issued by D. H. Q. on approval of a Provincial Commandant.

23. Those eligible for Active membership are male British subjects who have lived or travelled outside of Canada, or have served in any of Her Majesty's Forces or the Mercantile Marine, or may have performed such work or duties that they may be properly termed "Frontiersmen," and who are prepared to equip themselves with the required uniforms.

24. A reasonable standard of physical fitness may be required of Active members.

25. The title of Honorary Member may only be conferred by the A. C. for services rendered the Corps, or the British Commonwealth of Nations, or on members retiring from the Active List after long and faithful service. The right of such members to wear uniform may only be accorded by D. H. Q.

26. Male British subjects who are in sympathy with the objects of, or who assist the Corps, are eligible for Associate membership. Such members shall not be entitled to wear uniform.

27. No woman may become a member of the Corps.

28. If it is felt that a man of age to join the Forces, during war or other emergency, should be recommended for enrolment in the Corps, the Unit commander shall obtain from such applicant a written statement showing reasons why he is unable to associate himself with some branch of the Forces, and attach such statement to the original of form, L.F. Can. 1.

29. The usual form of application shall be completed by an ex-member who applies for re-enrolment.

30. Embodied in the form of application for enrolment is the undertaking, set out hereunder, which all Frontiersmen are to observe while continuing as members of the Corps:

"I DECLARE that so long as I remain a member of The Legion of Frontiersmen (Canadian Division) I will maintain the discipline and brotherhood of the Corps, obey the Commanding Officer and Officers representing his authority and make myself acquainted with and duly observe all Rules, Regulations and Orders.

"I am a British subject and have taken the oath of allegiance to Her Majesty.

"I will return my badge of membership to Provincial Command Headquarters should I cease to be a member of The Legion of Frontiersmen (Canadian Division).

"Furthermore, I declare that the statements made on this form of application for enrolment are, to the best of my knowledge and belief, true and correct."

31. Prior to enrolment all applicants must have taken the oaths of allegiance to Her Majesty, on the official form, L. F. Can. 19.

32. Membership may be granted upon application in writing on the official form, L.F. Can. 1, which shall be posted for a period of three weeks in the Headquarters of the Unit that shall receive such application, and if approved by the membership committee of such unit, shall then be voted upon by the entire Active (Class A) membership of such unit according to the unit Rules.

### 32a. INITIATION OF NEW MEMBERS.

An application for membership having been previously presented and investigated, the aims and objects of Frontiersmen explained and the probationary period passed and D-H.Q. Certificate issued, the candidate is paraded before the officer responsible for Initiation.

The procedure, as follows, is then to be taken.

Frontiersman presenting candidate:

Sir: I present to you "John Doe" who is a candidate for admission to the ranks of The Legion of Frontiersmen.

O. C.: Thank you.

O. C.: "John Doe", you have made application to become a member of the Canadian Division of The Legion of Frontiersmen. You have been questioned as to your knowledge of the obligations this membership entails, and your answers found satisfactory. I now ask you before this parade of Frontiersmen: Are you ready and prepared to take the Oath of Allegiance to Her Majesty the Queen, and the Declaration of Allegiance to the Canadian Division of The Legion of Frontiersmen?

Candidate: I am, so help me God.

O. C.: Having expressed your desire so to do, you will now take the Oath of Allegiance. Give your name in full, and repeat after me: I, "John Doe", do sincerely promise and swear that I will be faithful and bear true allegiance to Her Majesty the Queen, her lawful heirs and successors,

and that I will, at all times, defend the lawfully constituted Government of Canada. So help me God.

O. C.: You will now accept the Declaration of Allegiance to the Canadian Division of The Legion of Frontiersmen. Give your name in full and repeat after me: I, "John Doe", solemnly declare, that as long as I remain a member of The Legion of Frontiersmen, I will observe its Rules, Regulations and Orders, and do my best to maintain its brotherhood. I will recognize and obey my Commandant and those officers representing his authority. I will acknowledge Dominion Headquarters as the supreme governing body in Canada.

O. C.: I now present you with the Badge of the Corps, to be worn with your civilian clothing, and in so doing, remind you of its significance. I also present you with a copy of the Regulations and Orders which I recommend to you for close study.

O. C.: "John Doe", you are now one of a world-wide body of men voluntarily banded together in the interests of Canada and the British Empire, and I now charge you to so regulate your conduct, that at all times, as a Frontiersman, and a citizen, you will command the respect of your daily associates, and members of this Corps.

O. C.: I further charge you, as a member of this great brotherhood, to stand for "Patriotism", "Comradeship", and "Preparedness", and do all

in your power to preserve those traditions for which the defenders of our Country and Empire, so proudly fought and died.

O. C.: (To Parade): I present to you Frontiersman "John Doe", a duly elected member of our Corps.

NOTE: This form of Initiation may be elaborated, as circumstances permit and O. C. Unit considers warranted.

33. To be worn only when wearing mufti, a Frontiersman is loaned a "Membership Badge" on being enrolled in the Corps. Such badges are in gilt and coloured enamel, of approved design; the four red patches at each of the four points of the compass, symbolizing the union of the various countries of the British Commonwealth of Nations under the Union flag. The motto of the Corps, "God Guard Thee," appears in the centre, and the superimposed "Beaver" typifies the Dominion of Canada. The motto of the Corps was adopted from General "Chinese" Gordon's ring.

34. No one shall be entitled to the privileges of membership of the Corps until in possession of the official certificate of membership which is issued by D. H. Q. X

35. A member of a Unit shall be issued with a unit identification card, form L. F. Can. 10, on which the proper officials shall record particulars of monies paid. Such cards shall be renewed annually.

36. A Frontiersman may resign from the Corps at any time by submitting his resignation in writing to his Unit commander, excepting that as a member of the Corps he has been called for duty under Martial Law.

37. A Frontiersman may be suspended from membership privileges by order of D. H. Q., or may be struck off the roll of membership by resolution of the A.C.

38. Members on leave while serving in H. M. Forces shall be carried, with rank and seniority, on the Non-effective Strength of the Unit to which they belong, unless as provided at paragraph 59 hereof.

39. Only an Active (Class A) member shall have voting power at any meeting of the Corps or any Unit thereof, but such voting power shall be null and void should such members be in financial arrears for more than six months.

40. An Active member in good standing may cast one vote on any matter properly placed before a regularly called meeting of his Unit.

41. An accredited Representative to an A.C. or Cd. general meeting shall have one vote on any matter regularly coming before such convention or meeting.

42. An Active member in good standing, who has been excused from attending a meeting of his Unit, may vote by proxy.

43. A duly accredited Representative to an Advisory Council meeting may receive proxies from,

and vote on behalf of any other accredited representative from within the area of the Command to which he belongs, except as provided at paragraph 45.

44. For proxy voting the form, L. F. Can. 18, is provided and such forms shall be sent to reach the H. Q. concerned at least three days before the day set for voting, in order that the eligibility of the voter may be checked. Proxy papers shall be returned to those entitled to use them prior to the meeting, at which they are to be used, being called to order.

45. A proxy holder must be an Active member in good standing, and the form must be certified by the Unit commander in the space provided.

46. Spare.

47. Spare.

48. Spare.

#### SECTION IV. — THE UNIT AND SUB-COMMANDS

49. No Unit of the Corps shall be formed in Canada except with permission of D. H. Q.

50. The Unit of the Corps shall be the Troop.

51. A Unit commander or Member may be authorized to recruit a new Unit.

52. When Active (Class A) members recruited for a new unit total at least twelve, written application shall be made for authorization as a Unit of the Corps. A formal meeting of such Members should pass a resolution to such effect, and a copy of the minutes, certified by the presiding member and secretary of the meeting, should be passed forward with a covering letter.

53. When status as a Troop has been authorized, the members shall, at a meeting called for the purpose, proceed to nominate a member for appointment as Tp. commander.

54. A Unit may draw up its own local rules, which must be approved by D. H. Q. before being brought into effect.

55. A Unit as such, may be suspended by order of D. H. Q., or may be expelled from the Corps by resolution of the A. C.

56. When three or more Squadrons, each of maximum strength, exist in any Province of Canada, the squadron commanders may apply to D. H. Q. to authorize a Provincial Command, and may nominate a Member to be appointed Provincial Commandant with a statement of his service within the Corps, and other qualifications for leadership.

57. When three or more Squadrons, each of maximum strength, exist in adjacent areas within a Provincial Cd., the squadron commanders may apply through the Command H. Q. for authorization of an Area Command, and may nominate a Member for appointment as Area Com-

mandant, subject, however, to the recommendation of the P. C. and approval of D. H. Q.

58. Application for transfer shall be made on form, L. F. Can. 9, be signed by the commander of the old unit and commander of the new unit, and be forwarded to D. H. Q.

59. Frontiersmen, commissioned in the Corps, serving with H. M. Forces and having been granted indefinite leave, shall be placed on the Reserve list of Officers, unless otherwise ordered by the D. C.

60. Spare.

## SECTION V. — ESTABLISHMENTS, RANKS AND APPOINTMENTS

### Establishments

61. Establishments for Commands and the Unit, shall be as laid down by D. H. Q. from time to time.

62. The Unit establishment is a flexible one and very closely conforms with that of a modern Infantry (Rifle) Company. This makes possible intelligent and practical co-operation with organized troops when occasion demands.

# AUTHORIZED ESTABLISHMENT

## Squadron or Company

DETAIL	Sec- tion		Troop or Plat'n 3 Sec.		Three Tps.		Sqdn. H. Q.		Total Sqdn.	
	O.	OR	O.	OR	O.	OR	O.	OR	O.	OR
Captain or Major, O. C.	.	.	.	.	.	.	1	.	1	.
Captain, 2. i/c	.	.	.	.	.	.	1	.	1	.
Honorary Captains	.	.	.	.	.	.	2*	.	2	.
Lieutenants	.	.	1	.	3	.	.	.	3	.
2nd Lieutenants §	.	.	.	.	.	.	.	.	.	.
Squadron serjeant- major (WO. II)	.	.	.	.	.	.	.	1	.	1
Squadron quarter- master-serjeant	.	.	.	.	.	.	.	1	.	1
Orderly room serjt.	.	.	.	.	.	.	.	1	.	1
Serjeants	.	.	.	1	.	3	.	.	.	3
Corporals	.	1	.	3	.	9	.	.	.	9
Lance-corporals	.	.	.	.	.	.	.	1†	.	1
Storeman	.	.	.	.	.	.	.	1	.	1
Trumpeter, (runner)	.	.	.	.	.	.	.	1	.	1
Frontiersmen	.	9	.	25	.	75	.	.	.	75
Total, Rank & File	.	10	.	29	.	87	.	6	.	93
Total, Officers	.	.	1	.	3	.	4	.	7	.
TOTAL, all ranks	.	10	.	30	.	90	.	10	.	100

NOTES: \* Medical Officer and Chaplain.

† Medical Orderly.

§ First commissioned rank in primary formation.

63. The establishment for D. H. Q. Staff shall be that which, in the opinion of the D. C., is required for the proper administration of the affairs of the Corps.

64. The establishment for Provincial Cd. Staffs shall be in accordance with the list of appointments set out at para. 85 and, in addition, such other members as may be required to meet local conditions, subject however, to the approval of the D. C.

65. The establishment for Area Cd. Staffs shall be as set out at para. 86, subject however, to the recommendation of the P. C. concerned.

66. Establishments for Bands shall be as approved by D. H. Q.

### Rank

67. Frontiersmen ranks, with authority and duties ordinarily appertaining thereto, shall be in accordance with army practice, unless otherwise ordered by D. H. Q.

68. Commissioned and Warrant rank is only conferred by the Dominion Commandant on proper recommendation, or at his own discretion.

69. Frontiersmen rank is conferred step by step as recognition of services satisfactorily performed.

70. The first commissioned rank conferred on a Frontiersman shall be that of 2nd lieutenant.

71. Members holding commissioned rank in the Corps must add the letters "L. F." after their Frontiersmen rank when signing official correspondence and documents.

72. A member of the Corps is enrolled as a "Frontiersman".

73. A Squadron commander may appoint his own N. C. Os., and a Troop officer shall have the right to name his own N. C. Os., subject to the approval of the Squadron commander.

74. Recommendations for promotion to any rank shall be made on form, L. F. Can. 4, and be passed through the usual channels to the H. Q. concerned.

75. A member entitled to use a commissioned rank-designation which is senior to that he may hold in the Corps, shall sign and be addressed in writing, with such senior rank and branch of service indicated enclosed in brackets, next to his name. Frontiersmen rank shall be indicated before, or after such, with the letters "L.F." at the end, as — "Jack Canuck (Major, R.C.A.) Lt., L.F." or, "Lt. (Lt.-Com., R.C.N.) Jack Canuck, L.F."

76. Spare.

## Appointments

77. Appointments other than to N. C. O. rank, are subject to the final approval of the D. C.

78. An O. C. shall recommend members for appointment to his own Staff, subject to concurrence of Command H. Q. and approval of the D. C.

79. Regimental officers are nominated for appointment by the men they are to command, either by the Active (Class A) members of an independent Troop, or a Troop within a squadron, and subject to the recommendation of the squadron commander in the case of Tp. officers.

80. A squadron commander and 2 i/c squadron are nominated at a meeting of the entire squadron.

81. No nomination of members for appointment as officers shall be valid unless seventy-five percent of the entire Class A members in good standing record their votes, and unless each such member in a unit has been notified in writing of the object of the meeting.

82. A fine copy of the complete minutes of the meeting at which members are recommended for appointment as officers, shall embody a list of those voting in person or by proxy, be signed by the presiding member and secretary of the meeting, and be attached to the original copy of form, L. F. Can. 4.

83. A Unit Medical Officer and Chaplain are recommended for appointments by the unit commander.

84. The following appointments are provided for D. H. Q. Staff:

- Dominion Commandant.
- Asst. Dominion Commandant.  
(Lieutenant-Colonel, or Colonel)
- Chief of Dominion Staff.  
(Major, or Lieutenant-Colonel)
- † General Staff Officer.  
(Major).
- † General Staff Officer, 2  
(Captain).
- General Staff Officer (Treasury).  
(Captain, or Major)
- λ Dominion Quarter-master.  
(Captain, or Major)
- Senior Medical Officer.  
(Captain, or Major)
- Senior Chaplain.  
(Captain, or Major)
- Regimental serjeant-major (WO. I.)
- Staff serjeant-major (WO. I.)
- Regimental quarter-master-serjeant (WO. II.)
- Staff quarter-master-serjeant (WO. II.)
- Staff-serjeant.
- Trumpet major.

85. The following appointments are provided for Provincial Command Staffs:

- Provincial Commandant.  
(Colonel, or Lieutenant-Colonel)
- Second in command.  
(Captain, or Major)
- Command Adjutant.  
(Captain)
- Command Quarter-master.  
(Captain)

Command Medical Officer.  
(Captain)  
Command Chaplain.  
(Captain)  
Command serjeant-major (WO. I.)  
Command quarter-master-serjeant (WO. II.)  
Staff-serjeant.  
Command Trumpeter.

86. Appointments for an Area Command Staff shall be authorized by D. H. Q. as occasion may require.

87. Prior to recommendation for appointment as Specialists, a Unit commander must have the candidate submit satisfactory proof of qualification, or have the candidate pass a satisfactory test. Applications to a Cd. H. Q. for specialist certificates must verify as to the applicant's eligibility.

88. No specialist badge shall be worn until a certificate covering such has been issued by the Cd. H. Q. concerned.

### Musketry Qualification

89. A Frontiersman in Small Bore Rifle Shooting, with a score of not less than 98 out of 100 on three successive "Legion of Frontiersmen official 20 yds. targets" — on recommendation of his Provincial Commandant, may be permitted to wear marksmen insignia "The Crossed Rifles" on the lower left arm of the tunic.

90. A member resigning from his unit, or relinquishing any appointment or duty shall, if he holds rank, revert to his original rank of Frtism.,

except in the case of officers who may be placed on the Reserve list.

91. In forwarding to the H.Q. concerned the application of a member to vacate any appointment, an O.C. or Unit commander shall state whether such member has paid all financial obligations to the Corps.

92. Spare.

93. Spare.

## BANDS — GENERAL INSTRUCTIONS

94. The instructions in paras. 95 to 104 hereafter, together with additions found necessary from time to time, constitute the standard by which all musical bodies of the Corps are governed. No band shall be recognized as such unless it conforms to the regulations hereafter set out.

95. Members of bands of the Corps shall be regularly enrolled Active (Class A) members of the Corps, and shall pay the usual enrolment fee and H. Q. renewal assessments.

95a. Members of bugle and/or trumpet bands shall be attached to Squadrons and be under the jurisdiction of the officer commanding the squadron. They shall be designated as "Boy Frontiersmen" and shall be enrolled as such on Form No. 1. (Application for Enrolment) but shall not be required to pay any enrolment or annual renewal assessments until they reach the age of 21 years.

96. Local bands shall be under orders of the local squadron commander while playing in their own district.

97. Bands shall come under the orders of the Cd. H. Q. concerned while playing outside their own districts.

98. No band shall play in public in Frontiersmen uniform unless approval of a Cd. H. Q. has been given.

99. Bandsmen shall come up to a standard of efficiency required by the bandmaster concerned. They shall show marked ability on their instrument, as well as be required to make rapid progress with the prospect of becoming an asset to the band.

100. Bandmasters shall maintain a reasonably high standard of repertoire and shall be directly responsible for the discipline, deportment and conduct of band members.

101. Musical programs played by a musical organization of the Corps shall be opened by the playing of "O Canada," and close with "God Save the Queen," the latter to be played in full in the key of G.

102. All bandsmen shall report for duty at least fifteen minutes before the time appointed.

103. Frontiersmen bands, when parading as such, shall follow the system of drill laid down by D. H. Q.

104. Boys to be trained as drummers, fifers, buglers or trumpeters are only to be attached to a band after the written consent of the parents has been obtained on the proper form obtainable from D. H. Q. The age limit for such boys shall be at the discretion of the unit commander to which a band is attached.

105. Spare.

## SECTION VI — UNIFORM AND BADGES

### General

106. Active (Class A) members must provide themselves with Undress uniform within three months from the date they are shown as being T.O.S. in G.O.s and with Service uniform within twelve months from such date.

107. Associate members may not wear uniform, and Honorary members may only be granted such privilege by D.H.Q.

108. As the Corps is not an armed force, arms shall not be carried unless a unit personnel may have been assigned as such to some official duty. when arms should be supplied by the authority requesting the services of the unit.

109. The Stetson, the head-dress of service uniform, shall be worn tilted well to the right, and down, with the brim close to the right eyebrow.

110. Lanyards shall be of uniform make and wear. A small black hook shall be sewn inverted at base of the tunic collar, at the back, under which the lanyard shall be slipped. Small dome-fasteners under the tips of the flaps of the breast pockets, will tend to greater neatness of appearance, and the fastener at the outside of the right pocket will hold the lanyard in position.

111. Chevrons of rank are only worn on the right arm; gold braid on blue for the tunic, khaki braid on the field-dress shirt.

112. The large wreath badge shall be worn half an inch above the bottom edge of the brim of the Stetson, or above the peak of the cap, and worn at the front of the fur hat.

113. Leathers shall not be worn with Undress unless on duty, and Undress may be worn after duty. The Stetson shall not be worn with Undress nor the cap with Service dress.

## UNIFORM

### Officers

114. Uniform for officers shall comply generally with that laid down for Service dress but the tunic shall have four pockets, lower two without buttons, two buttons on cuff. Leather straps or chains shall be worn with spurs. Cap, blue standard pattern cloth, yellow piping, black band "Maple Leaf" braid. White covers may be worn for summer use. Field officers have gold braid on peak. Cap, field service, blue cloth, trimmed gold piping, if possessed, may be worn.

Lanyards, officers, (Commissioned and Warrant) Provincial Command color, whistle attached, will be worn over left shoulder.

115. Rank badges, gilt or brass, of Frontiersmen pattern star, worn in accordance with army practice.

116. (Repealed)

117. Mess: Sealed pattern jacket, dark blue with yellow facings. Buttons and badges in gilt.

118. The standard uniforms of The Legion of Frontiersmen (Canadian Division) shall be as follows:

### Dress. Service

Stetson — khaki, hard brim, indentations at the front, back and sides.

Tunic — blue, serge, standing collar, or open neck with white shirt and black tie, pointed overlay cuffs of same material; five buttons down the front, one on breast pockets. Shoulder Titles.

Breeches, riding — khaki, cord.

Boots — brown, field boots Strathcona style, or brown leggings and brown ankle boots may be worn.

Spurs — short-necked jack spurs, brown leather straps and guards.

Gloves — brown, leather, gauntlet-glove.

Shoulder-chains — nickel.

Belt — Sam Browne Belt, brown leather, without frog, sling on right shoulder, to be worn by officers, warrant officers, non-commissioned officers and frontiersmen.

Lanyard — white, cotton singlecord, with one sliding turk's head, worn around base of collar and end carried to outer side of right breast pocket after enclosing top tunic button, to loop level with bottom of pocket. Whistle attached.

Regimental Flash — as authorized.

Raincoat — khaki, military style raincoat,  
worn in wet weather if on duty.

X. 119.                      Dress, Field, Summer

For camp or field work the tunic may be replaced, as ordered, by the following:

Shirt — navy blue, wool, with collar, pockets and shoulder-straps of same material, worn loose. Shoulder-chains are not worn.

Scarf, neck — yellow, thirty inches square.

120.                      Dress, Winter

During winter months the following will be worn by all ranks as ordered:

Reefer (peajacket) — blue, cloth, R.C.M.P. pattern with shoulder titles.

Hat — brown, fur, R.C.M.P. pattern with regulation Cap Badge.

(The following may be worn in zero weather for field work).

Socks, German — black, wool.

Moccasins — Moosehide.

121.                      Undress

Cap — blue, standard pattern cloth, yellow piping around the crown; plain black band.

Tunic — as for Service dress.

Overalls — blue, serge, two parallel yellow stripes, three-quarters inch wide and three-sixteenths inch apart; foot-straps.

Boots — half-wellington.

Spurs — swan-neck nickel, screw-on or boxed.

Gloves — white, buckskin or cotton.

## Battle Dress

122. Battle Dress for emergency duties. Blue serge blouse, 2 breast pockets; cloth epaulettes; small buttons on shoulder strap and sleeves; concealed buttons on breast pockets; collar badges worn on lapel of collar vertical to front. Zipper front, worn open neck or closed according to local requirements. Official flashes on sleeves. Undress cap with badge. White pipeclayed belt. White gauntlets when engaged on police duties.

## Badges

123. The design of the uniform badges of the Corps is a small medalion, representing the Union flag united by the four points of the compass, symbolic of the various countries of the British Commonwealth of Nations; the centre carries the motto: "God Guard Thee." This is surrounded by a wreath of maple leaves, superimposed by a beaver, the word "Frontiersmen", forming the base.

(a) Hat or cap badge — large wreath badge.

(b) Collar Badge — small wreath badge.

(c) Shoulder titles — "Legion of Frontiersmen."

(CANADIAN DIVISION)

(d) Buttons, large and small, medalion of wreath badge design.

Badges and buttons of brass, (gilt for officers).

124. Regimental Flashes — All ranks shall wear the Regimental Shoulder Flashes, with the words "Legion of Frontiersmen" embroidered in gold on navy blue cloth to be worn on both shoulders below the point of chains as regimental flashes are worn on military clothing.

125. The following base colours are allotted for Command Staff-cords:

Alberta Command — white.

British Columbia Command — french blue.

Manitoba Command — terracotta.

Ontario Command — red.

Quebec Command — yellow.

Saskatchewan Command — apple-green.

126. Repealed.

127. Repealed.

### Staff Officers' Gorget Patches

128. Officers appointed to the Staff of a headquarters shall wear, horizontally on each side of the opening of the collar, point to rear, gorget patches of suitable cloth material; top of patch one-eighth inch from top of collar, and patch to be one and one-quarter inch wide and four inches long, from collar opening to the point,

obtained by cutting back, one inch from the centre, on each side of the patch. A line of braid, one-eighth inch wide, shall be placed down the centre, meeting at the opening of the collar and running to a small gilt button, centred near the point of each patch. Officers of D. H. Q. Staff wear yellow patches with scarlet cord. Officers of Provincial Command and Area Command Staffs shall wear grey coloured and drab coloured patches, respectively, with cords of the colour of the command concerned, as allotted at paragraph 125 hereof.

129. Medical officers and medical N.C.Os. shall wear in place of regimental flash, a white diamond-shaped cloth patch, two inches in depth and one and-a-half inches in width.

130. Chaplains shall wear a purple badge, of the shape and size set out in para. 129, in place of a unit flash.

131. Repealed.

**132.** The usual service chevrons (1914-18) (1939-45) worn inverted on the lower right arm (1914-18) will be worn beneath (1939-45), and wound-stripes worn in a similar position on the left arm, may be worn on field-shirts and Service dress.

**133.** Those entitled shall wear all Specialist badges on the right arm above any rank insignia; others in accordance with army practice.

**134.** The recognized badge of The St. John Ambulance Association or Canadian Red Cross badge, when so awarded will be worn by other ranks on the left arm above the elbow.

**135.** Ribbons, medals and decorations shall be worn in accordance with regulations set out in K. R. (Can.), vide paras. 1304 and 1322 of that publication.

## THE CANADIAN DIVISION MEDAL

**136.** A Silver Medal, designated The Legion of Frontiersmen (Canadian Division) Medal (abbreviated Canadian Division Medal — "C. D. M."), may be awarded to Officers, Warrant Officers, N.C.Os., and men of The Legion of Frontiersmen (Canadian Division) for an outstanding act of service to the country or the Corps of a meritorious nature, at any time, when properly recommended. When so awarded to a member who has served continuously for 10 years, a silver beaver will be superimposed on the medal ribbon; and when so awarded to a member who has

served continuously for fifteen years or over, a gold beaver will be superimposed on medal ribbon.

(a). Recommendations for this award will be made to Dominion Headquarters through Provincial Commandants.

(b). The names of recipients of the Medal will be published in D.H.Q. Routine Orders and the medal will be sent to the Provincial Commandant concerned by Dominion Headquarters and will be presented at a Regimental Parade of the unit.

(c). A register of awards of the medal will be kept at Dominion Headquarters.

(d). The Medal will be worn with the uniform of the Legion of Frontiersmen (Canadian Division) only, and the holders of the Medal may be permitted to use the letters "C.D.M." after their names when dealing with the affairs of Frontiersmen.

(e). Any members of the Corps convicted of any act or acts of ignominy or misconduct, either within the Corps or in his civil capacity, shall forfeit the privilege of wearing the Medal, and such forfeiture will be recorded in D.H.Q. Routine Orders.

### EFFICIENT SERVICE MEDAL

D.H.Q.G.R.O. No.3. 1954. Reads. "That a Rosette shall be added for each "Five Years" of additional service, after the award of the original medal, (Vide 1954 conference).

AFTER THE AWARD OF ORIGINAL MEDAL,  
(VIDE 1954 CONFERENCE)

served continuously for fifteen years or over, a gold beaver will be superimposed on medal ribbon.

(a). Recommendations for this award will be made to Dominion Headquarters through Provincial Commandants.

(b). The names of recipients of the Medal will be published in D.H.Q. Routine Orders and the medal will be sent to the Provincial Commandant concerned by Dominion Headquarters and will be presented at a Regimental Parade of the unit.

(c). A register of awards of the medal will be kept at Dominion Headquarters.

(d). The Medal will be worn with the uniform of the Legion of Frontiersmen (Canadian Division) only, and the holders of the Medal may be permitted to use the letters "C.D.M." after their names when dealing with the affairs of Frontiersmen.

(e). Any members of the Corps convicted of any act or acts of ignominy or misconduct, either within the Corps or in his civil capacity, shall forfeit the privilege of wearing the Medal, and such forfeiture will be recorded in D.H.Q. Routine Orders.

### EFFICIENT SERVICE MEDAL

A Bronze Medal to be designated The Legion of Frontiersmen (Canadian Division) Efficient Service Medal (abbreviated E.S.M.) may be

R.O. NO. 49 - 1954. THAT A  
THE SHALL BE ADDED FOR EACH  
YEARS OF ADDITIONAL SERVICE  
AFTER THE AWARD OF ORIGINAL MEDAL,  
(VIDE 1954 CONFERENCE)

awarded to members who have served actively and efficiently, and with unbroken service, for a period of not less than ten years.

In very exceptional circumstances a Provincial Commandant may submit recommendations for this award where such circumstances appear to be warranted.

- (a) Recommendations for this award are to be submitted by Unit Commanders on official form provided to Provincial Commandants, who if approved by this authority, will be forwarded, suitably endorsed, to Dominion Headquarters for final approval.
- (b) The names of recipients of the Medal will be published in Provincial Command and Dominion Headquarters Routine Orders.
- (c) The cost of the medal and ribbon will be borne by the Unit making the recommendation.

**138.** A Frontiersman who is awarded the C.D.M. and the E.S. Medal, shall wear them in that order from right to left following all medals authorized for Her Majesty's Forces. Authorized medals awarded by a Provincial Command shall follow the Efficient Service Medal in order of seniority of the Command making the award.

## SECTION VII. — TRAINING

### PARADES AND DISCIPLINE

#### Training.

139. Officers Commanding Provincial Commands are responsible that a definite program of training is laid down, and that every Officer, N.C.O. and Man is made to take some active part in it. A copy of this syllabus of training shall be forwarded to D.H.Q.

140. Where units are in process of formation and not in possession of essential equipment (rifles, etc.), preliminary training shall be undertaken, such as drill (Infantry), map reading, St. John Ambulance Association work, march discipline, etc.

141. The responsibility for carrying out the syllabus of training rests squarely with unit commanders and it is, therefore, the duty of all these officers to spare no effort in efficiently qualifying themselves for the undertaking of this duty.

142. Military training shall conform as closely as conditions and equipment permit, to that set out for an Infantry (Rifle) battalion but mounted or dismounted cavalry drill may be practised by units if desired, but only in a secondary capacity to infantry training.

143. Spare.

## Parades

**144.** A Staff Council Meeting of the Corps shall be held, in accordance with provisions of the Charter, at the time and place agreed upon at the previous S.C.M.

**145.** A general meeting of a Command shall be held at the time and place agreed upon at the previous general meeting of such Command.

**146.** Unit representation at a S. C. M. or Cd. general meeting, shall be determined by the proportion the paid-up Class A membership bears to the total paid-up Class A membership of the Corps, or Command concerned, at the date of the S. C. M., or Command general meeting. Provision is made for this under provisions of the Charter.

**147.** The Advisory Council shall meet at D.H.Q., or elsewhere if ordered, by order of the Dominion Commandant.

**148.** General Parades of the Corps may only be called by the Dominion Commandant.

**149.** Guards of Honour found by Frontiersmen shall only be formed on authority as hereunder:

(a) Guards of Honour to Royalty and representatives of The Crown, shall only be found on authority of D.H.Q.

(b) Guards of Honour to other Notables shall only be found on authority of the Cd. H.Q. concerned.

150. A sub-unit commander shall be responsible for parades in his own district.

151. A unit desiring to join with any organization or organizations, other than local units of Her Majesty's Forces, in any public parade or function, must first send to the Cd. H. Q. concerned an application for permission, together with complete suggested Parade Orders.

152. Frontiersmen in uniform may not as individuals, join any public parade or function without permission of their Unit commander, and this shall only be given in very exceptional circumstances, and where the interests of the Corps may be furthered.

### Honors and Salutes

Amended to read:- All ranks not directly under an Officer on parade will salute. If on a parade, The Officer only will salute. 1957. convention. Toronto.

salute or Funeral parade, "Last Post" and "Reveille" will receive salute. Where Frontiersmen are in attendance as individuals, Commissioned and Warrant Officers will salute, other ranks standing at "Attention."

### DISCIPLINE

154. It is the duty of a Unit commander to assure himself that all personnel warned for duty in public service, are clean and properly equipped for such a duty.

150. A sub-unit commander shall be responsible for parades in his own district.

151. A unit desiring to join with any organization or organizations, other than local units of Her Majesty's Forces, in any public parade or function, must first send to the Cd. H. Q. concerned an application for permission, together with complete suggested Parade Orders.

152. Frontiersmen in uniform may not as individuals, join any public parade or function without permission of their Unit commander, and this shall only be given in very exceptional circumstances, and where the interests of the Corps may be furthered.

### Honors and Salutes

When the National Anthem, or "O, Canada" is played at any official parade of Frontiersmen, all ranks will salute, taking their time from the Unit commander. Warrant officers and other ranks will stand at "Attention." Similarly, at any Armistice or Funeral parade, "Last Post" and "Reveille" will receive salute. Where Frontiersmen are in attendance as individuals, Commissioned and Warrant Officers will salute, other ranks standing at "Attention."

### DISCIPLINE

154. It is the duty of a Unit commander to assure himself that all personnel warned for duty in public service, are clean and properly equipped for such a duty.

155. Frontiersmen uniform must not be commercialized.

156. Frontiersmen in uniform shall not frequent public drinking places but will find their presence welcome where club facilities are available.

### Disciplinary Code


157. The following shall be considered as offences against the discipline of the Corps:

- (a) Drunkenness in uniform.
- (b) Conduct calculated to bring discredit upon the Corps or its uniform.
- (c) Mishandling monies belonging to the Corps or any Unit thereof.
- (d) Wearing decorations or badges of rank when not entitled thereto.
- (e) Insubordination or disobedience of orders.
- (f) Continued absence from parades without good and sufficient reason.
- (g) Neglect to pay assessments and/or dues without good and sufficient reason.
- (h) Wilfully making a false statement on the form of application for enrolment.
- (i) Failure to carry out the undertakings in the Declaration of Allegiance to the Corps.
- (j) Conduct contrary to the interests of Frontiersmen.

158. Procedure when an Officer accused:

- (a) When an officer is accused of an offence, a written report shall be made to the H.Q. concerned; a Court of Inquiry, which shall consist of at least three officers, being immediately convened if found necessary.
- (b) The accused and all witnesses shall each set down his evidence in writing and shall sign such statement, and all such evidence shall be sent to the H.Q. when required.
- (c) The evidence shall then be placed before the Court and shall be returned to the H.Q. within seven days, together with the Court's finding. If the finding cannot be dealt with by an O.C., it shall at once be placed before the O.C. of the next senior command.
- (d) The accused officer shall have the right to appeal to the D.C. and shall give notice of his intention in writing within fourteen days of his being advised of any sentence imposed. His appeal may be made either in person or in writing, and the decision of the D. C. shall be final.

159. Procedure when an Other Rank accused:

- 
- (a) When an Other Rank is accused of an offence, he shall be tried by a full meeting of the Active (Class A) members of his unit, especially called for the purpose. Witnesses shall be heard orally and, after the accused has withdrawn, the meeting shall deliberate on the evidence.

X (b) A vote shall be taken by secret ballot, as to whether the accused is guilty or not guilty. In order to bring in a verdict of guilty, it is necessary that at least two-thirds of the votes cast are in favour of a resolution to that effect.

(c) In case of a verdict of guilty, the Unit commander shall, within three days, advise the Cd. H. Q. concerned the result of the verdict and shall supply a written resume of the evidence. The O. C., Cd., shall advise his decision and the accused shall be informed immediately.

(d) The accused O. R. shall have the right to appeal to the D. C. and shall give notice in writing of his intention within fourteen days of his being advised of any sentence imposed. His appeal may be made either in person or in writing, and the decision of the D. C. shall be final.

X 160. Courts of Inquiry shall be constituted and all other proceedings carried out according to the general principles of Q. R. (Can.) and the Manual of Military Law, (*mutatis mutandis*).

161. An accused shall be summoned by registered letter to answer a charge, at least fourteen days' notice being given, and if he fails to respond without good and sufficient reason, he shall again be similarly summoned to answer within seven days. Should he again make default, the case shall be tried in his absence.

**162. Penalties:** An Officer or O.R. found guilty of an offence under the Disciplinary Code of the Corps, may be dealt with as hereunder:

- (a) Reprimanded.
- (b) Suspended for a period to be determined.
- (c) Deprived of rank.
- (d) Dismissed the Corps.

### Leave of Absence

**163.** A Unit commander may grant leave for a period not exceeding two months, recording such a leave in Unit Orders at once.

**164.** Applications for leave for more than two, and not exceeding six months, shall be approved by the Cd. H.Q. concerned.

**165.** Applications for leave for a period exceeding six months, shall be made in writing and be submitted through the usual channels for approval of D. H. Q.

**166.** Requests for indefinite leave, for the purpose of joining H. M. Forces, must be submitted, with the most complete particulars, to D. H. Q. for approval and promulgation in G. Os.

**167.** A Frontiersman who is granted leave will give his address and notify any change of it to his unit, or H. Q. to which he should report.

**168.** Spare.

## SECTION VIII. — RECORDS

### Publications

169. The official gazette of the Corps shall be "The Canadian Frontiersman," published quarterly under authority of, or by D.H.Q. The gazette shall be forwarded to all members, who are individually responsible that any change of mailing address is immediately given their unit, and this information advised, through the usual channels, to D. H. Q.

170. If any publication is planned by a sub-command or unit, such must receive authority of D. H. Q.

### Orders

171. Each H. Q. and Unit shall publish both Part I and Part II Orders on the official forms and at least once monthly. Each issue of each part of orders will be numbered consecutively, commencing on the 1st January each year, and each item will be given a sub-number. Copies of Orders shall be provided for each senior H. Q.

172. All matters affecting the individual as such, shall appear in Part II orders and no reference shall be made in any orders regarding an applicant for enrolment until his enrolment as a Member of the Corps has been promulgated in G. Os.

173. Owing to duplication of names, it is required that enrolment numbers be used in referring to members and that the spelling of the

name and other particulars are correct. This is essential to avoid loss of time and effort in recording such at the various H. Q.

174. Notices, advertisements, etc., that may appear in the public press or other publication, or be displayed where accessible to other than members, shall state the name of the Corps, i. e., The Legion of Frontiersmen (Canadian Division), official designation of the H. Q. or Unit and its Station, and shall bear the name of the O. C. or Unit commander concerned, which shall be followed by his Frontiersmen rank and appointment.

175. General Orders of the Corps shall be published in the official gazette, "The Canadian Frontiersman," and such shall supplement, cancel or amend these R. and O. and be as effective as if embodied herein.

176. Command and Area Orders shall govern Units or sub-commands within the area of the command concerned, but such shall not conflict with orders of a senior command or these R. and O.

177. Unit Routine Orders shall govern the personnel of the unit concerned but shall not conflict with orders of a senior authority, or these R. and O.

178. Standing Orders of a sub-command or unit shall only come into effect after being approved by D. H. Q.

179. Spare.

180. Spare.

### Official Forms

181. Only forms authorized by D.H.Q. shall be used within the Corps and such may be obtained on payment from a Command H. Q.

182. All official forms and letterheads for use within the Corps, shall be printed in blue ink on the colour of paper, reserved as hereunder:

General use — white paper.

D. H. Q. — blue paper.

Cd. H. Qs. — buff paper.

Area H. Qs. — salmon paper.

Units — white paper.

183. The following forms have been authorized by D. H. Q.:

Form Number	Particulars
L.F. Can. 1—	Application for enrolment.
2—	Acknowledgment of application.
3—	Official receipt book, 50 with copy.
4—	Promotion, appointment, reversion, all ranks.
5—	Strength Return.
6—	Troop (platoon) attendance register, quarterly record.
7—	Unit letterhead.
8—	Statement form of charges, padded, in triplicate.
9—	Application for transfer.
10—	Unit identification card and financial record.
11—	Financial Statement Return.
12—	Casualty Return, status change, deaths, etc.
13—	Regulations and Orders, book.
14—	Orders, Part I, general use.
15—	Orders, Part II, general use.
17—	Troop (platoon) dues register, annual record.
18—	Proxy, form of.
19—	Oath of Allegiance to H. M., The Queen, form of.

### Documents

184. Enrolment form, preparation of: Forms of application for enrolment shall be prepared in triplicate (preferably typewritten) and signatures be affixed on all copies where required. The full names of applicants, with dates and details relating to Service or occupations during the whole period of manhood, shall be filled in. Unit commanders shall personally check forms prior to signing the certificate required of them.

**185.** Original and duplicate forms of application for enrolment shall be forwarded to the Cd. H.Q., concerned; the original form then going forward to D.H.Q. The triplicate copy shall be retained for unit record.

**186.** Official certificates shall only be issued by D.H.Q. as follows:

(a) Certificate of Enrolment (with indentation badge).

(b) Certificate of appointment to commissioned or warrant rank.

**187.** A Cd. H.Q. shall issue the following certificates:

(a) Certificate of appointment to N. C. O. rank.

(b) Certificate of Qualifications of Specialists.

**188.** Spare.

## Correspondence

189. Official letters shall be written with quarter margin at left and be headed thus:

Unit..... (Office file number)

Station ..... Date.....

To: O. C., Headquarters,  
Ontario Command, Toronto.

(Marginal note indicating subject matter)

Reference is made to your file No.....  
dated.....

1. There shall be no salutation or complimentary ending to official letters.

2. Space of this pro-forma does not allow of the indication of a full quarter-page margin at the left.

..... (Maj.) Lt., L.F.  
O.C., "O" (Ont.) Squadron,  
Owen Sound, Ontario.

190. Each subject shall be dealt with in a separate letter and the nature thereof will be indicated by a marginal note, as indicated in para. 189. Paragraphs will be numbered and enclosures enumerated in the margin or in a separate schedule.

191. The rank, appointment, unit, and station of the officer who signs the letter, shall be shown after his signature. When a subordinate signs

for his superior, the rank of the subordinate will be shown after his signature, as well as the name, rank, appointment, unit, and station of the officer for whom he is signing. All signatures will be in manuscript; facsimiles or stamped signatures shall not be used.

**192.** Communications addressed to individuals or parties outside the Corps, shall be framed in the form customary in civil life.

**193.** Communications intended for a senior H.Q. or officer, shall be submitted through the usual channels of seniority.

**194.** All official communications and covering envelopes shall be addressed to an O.C. a Headquarters, as such, and not to officers by name. To avoid delay, should an officer be absent from his station, such shall be addressed to one "by appointment" and not by "name and rank."

#### Record Books and Cards

**195.** Complete minutes of proceedings at a Staff Council Meeting shall be maintained by those concerned, in a bound book kept for the purpose.

**196.** All proceedings of the Advisory Council shall be recorded in a bound book provided for the purpose, and shall be signed by the presiding officer at the close of each session.

**197.** A Headquarters shall maintain such records as shall allow an instant reference to total strength and to the individual standing of per-

sonnel of such Command, as well as the financial standing of the Command. A card system should be used in this connection, as well as a mail record book, in which should be recorded the date of receipt and dispatch of all mail.

**198.** Units shall maintain the following bound books:

- (a) Roll book, with alphabetical index.
- (b) Minute book.
- (c) Accounts book.
- (d) Historical Diary.

**199.** The Unit Historical Diary should be a bound book of large size, to contain press clippings, photographs, etc., and a record in writing covering the following points:

- (a) Circumstances of original formation.
- (b) Any unusual means by which it has been recruited.
- (c) Locality in which recruited and section of the community from which members are drawn.
- (d) The Stations and camps at which it has been employed, and the dates of arrival at and departures from such Stations or camps.
- (e) Summary of annual training and statement of strength at quarterly periods at least.
- (f) Services in aid of the civil or other authorities, and to organizations.

- (g) Commanding officers' names and date of appointment, as well as names of members who have distinguished themselves in service to the Unit or the Corps.

200. A uniform system of filing shall be followed throughout the Corps.

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## Miscellaneous

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Miscellaneous Correspondence, (general) .....	F—8—1
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201. All records shall be kept posted and open for inspection at any time.

### Official Returns

202. Returns and special Reports shall be forwarded through the usual channels within seven **days of the date called for** and must be signed by the O.C. Headquarters or Unit, or his deputy.

203. Copies of returns shall go forward for record at each senior headquarters, with exception of forms L.F. Can. 6 and 17, which are not required at D.H.Q. Original copies of returns shall be forwarded to D.H.Q.

204. Command Headquarters shall submit all returns excepting forms L.F. Can. 6 and 17, to D. H. Q.

205. **Monthly Returns:** To be prepared at the end of each month, the following shall be submitted —

(a) Strength Return (form L.F. Can. 5).

- (b) Casualty Return (form L. F. Can. 12).  
This is to allow of necessary entries being promulgated in G. Os.
- (c) Training Return. Particulars are for publication in the gazette and the return shall be mailed on the first day of each month. Particulars of training and other activities followed for the month and public services rendered should be outlined in narrative style.

**206. Quarterly Returns:** The following shall be submitted at the end of March, June, September and December of each year —

- (a) Financial Statement (form L.F. Can. 11).  
To be properly audited.
- (b) Troop Attendance Register (form L. F. Can. 6).

**207. Annual Returns:** To be prepared as at 31st December annually, the following returns shall be submitted —

- (a) Troop Dues Register (form L.F. Can. 17).  
This shows individual standing, as regards finance, of the Troop personnel.
- (b) Annual Report. Prepared from the Unit Historical Diary, a narrative account of activities for the year past should include statistics of interest.

**208. Spare.**

209. Spare.

210. Spare.

## SECTION IX. — FINANCE

211. A member's financial liability is confined to the amount of H. Q. annual assessment for renewal of membership, and his unit dues.

212. The Corps shall not be responsible for any debt or debts incurred on its behalf by any member who has not been so authorized in writing by duly appointed signing officials.

213. Each Headquarters and Unit of the Corps shall open a bank account in its name and all monies received by such H. Q. or Unit shall be immediately deposited in such account. All monies **paid out** shall be paid by cheque against such bank account, and cheques shall be signed by two members of the H. Q. or Unit.

214. Each H. Q. or Unit shall keep a record of monies spent for postage, in a book kept for the purpose.

215. Unit commanders shall examine unit accounts at the end of each quarter and certify as to their regularity, for the information of the unit personnel.

216. Officers Commanding and Unit commanders are personally responsible for matters effecting finance in the area of their commands, and shall assure that audits are regularly carried out.

## ENROLMENT FEES

### Active Membership

217. Applicants for Active membership shall pay an enrolment fee of not less than five dollars (\$5.00) when submitting the form of application.

218. A Unit shall forward to a Command H.Q. the sum of four dollars (\$4.00) with each application submitted for Active membership.

219. A Cd. H.Q. shall forward to Dominion H.Q. the sum of three dollars (\$3.00) with each application submitted for Active membership.

### Associate Membership

220. Applicants for Associate membership shall pay an enrolment fee of not less than ten dollars (\$10.00) when submitting the form of application.

221. A Unit shall forward to a Command H.Q. the sum of five dollars (\$5.00) with each application submitted for Associate membership.

222. A Cd. H.Q. shall forward to Dominion H.Q. the sum of three dollars (\$3.00) with each application submitted for Associate membership.

223. Should an application for enrolment be declined, any monies paid to the Corps shall be immediately returned to an applicant, through the proper channels, and his receipt be taken therefor.

## HEADQUARTERS RENEWAL ASSESSMENTS

224. Annual Headquarters Renewal assessments are and payable to D.H.Q. at 1st January.

225. An O.C. a Cd. or Unit commander is personally responsible for the prompt payment of renewal assessments for the personnel of his command.

226. Spare.

## **Active Membership, Renewal**

**227.** An Active member shall pay to his Unit at 1st January annually, the sum of two dollars and twenty-five cents (\$2.25) as H. Q. renewal assessment.

**228.** A Unit shall pay to a Command H.Q. at 1st January annually, the sum of two dollars and twenty-five cents (\$2.25) for each Active member on its strength.

**229.** A Command H.Q. shall pay to D.H.Q. at 1st January annually, the sum of one dollar and seventy-five cents (\$1.75) for each Active member on its strength.

## **Associate Membership, Renewal**

**230.** An Associate member shall pay to his Unit at 1st January annually, the sum of ten dollars (\$10.00) as H.Q. renewal assessment.

**231.** A Unit shall pay to a Command H.Q. at 1st January annually, the sum of five dollars (\$5.00) for each Associate member on its roll.

**232.** A Command H.Q. shall pay to D.H.Q. at 1st January annually, the sum of three dollars (\$3.00) for each Associate member on its roll.

## **Members Serving in Her Majesty's Forces**

**233.** Members on indefinite leave and serving in H. M. Forces shall be asked to pay the sum of one dollar (\$1.00) annually for the official gazette. Such sums shall be remitted without

deduction and through the usual channels, to D. H. Q.

**234.** Members serving in H. M. Forces shall not be penalized, if in arrears of assessments, during the period of such service.

### Unit Funds

**235.** Unit assessments are payable in advance and may be collected on a monthly basis. Members serving with H. M. Forces shall not be assessed unit dues.

### Arrears of Assessments

**236.** A member who is more than six months in arrears of financial obligation to the Corps or any Unit thereof, may be suspended unless reasons are advanced which are satisfactory to the Cd. H. Q.

**237.** An Active (Class A) member shall have no voting power if under suspension for non-payment of monies due.

**238.** A case of suspension for non-payment of monies due shall be reviewed six months after such suspension and be dealt with by the O. C. Cd. concerned.

239. Spare.

240. Spare.

CANADIAN DIVISION.  
SHOULDER TITLES.

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— MEMOS —



